

Goodnow Library Board of Trustees
Minutes-corrected
Tuesday, September 3, 2019, 6:30 p.m.
Historical Room, Goodnow Library, 21 Concord Road

Attendance: Alan Gordon (ch.), Lily Gordon, Esmé Green (sec), Ingrid Mayyasi (v. ch.), Barbara Pryor, Marie Royea, Beth Whitlock

Absent: none

Call to order and vote to approve minutes of the June 4, 2019: Marie called the meeting to order at 6:35. Beth made a motion to approve the minutes, with the correction that she was in attendance. Seconded by Marie. So voted.

Remarks for the good of the order: none

Director's Report:

Financial Report: We are just under 17% through the fiscal year. Most lines reflect this. The substitute line is high, due to extra staffing needed in the summer to cover extra programming, vacations and the vacancy of the Teen position. In addition, the Sub line was reduced by 50% to offset cost of creating the full-time Head of Reference position. Alan asked about several lines in the Materials section. Esmé explained that some looked low because trust funds and state aid also go towards those lines. She was asked to bring reports on the trusts and other revenues to the October meeting.

Personnel report: Esmé reported that our fantastic substitute Ferrell Mackey has been given regular hours in the NOW Lab and Children's department. She will be responsible for coordination and administration of the NOW Lab. Programming will be a team effort between her, the Teen, Children's and Reference departments. She will also cover the Children's desk. We are close to hiring an excellent new Teen Librarian, as well as a Part-time Library Assistant in Children's to cover the vacancies left by Kacee Rimer and Elaine Mead.

NOW Lab policy changes (food, venting, ages, other?): As the transition between Robert leaving and Ferrell taking over, we are facing a number of decisions about the effectiveness and practicality of the policy that is in place, and the existing use of the Lab. Esmé presented a revised draft of the Use of the NOW Lab and Use of Meeting Rooms policies for review.

1. **Use of the Makerspace/NOW Lab:** the question of charging groups is the main focus of the change to the policy. The way the policy is currently written, if we have a group preparing for a Lego league competition, and they meet in the Story/Craft room, they pay; if they meet in the NOW Lab, they don't. This is not fair or equitable. Further, groups in the NOW Lab have access to expensive, specialized equipment that other groups would not. They also have access to storage space. The board felt strongly that this is not equitable or fair, and furthermore, they do not want any personal items stored in the library. They do not want any one group to have exclusive use of any computers or equipment that would prevent others from using it. There was also a discussion of the logistics of the difference between groups and individual use of the space, and offered the idea of reservations versus open lab hours. Ultimately, the board wanted the policy to be reworked before voting on it. Esmé will bring it back to the October

meeting for a formal vote.

2. **Use of Meeting Rooms:** Esmé presented this policy as well, with the only change being that the NOW Lab is included in the list of library meeting rooms, as it had not been before, and subject to the same rules as the other reservable spaces in the library. The board wanted something mentioning no storage of personal items included into the policy. Esmé will bring it back to the October meeting for a formal vote.

Update on MBLC FY20 Budget: Esmé reported that for the first time in many years, not only was the legislative ask met but exceeded on several lines. Particularly helpful is the increase to State Aid to Libraries, which comes directly back to individual libraries, and is extremely useful for unforeseen costs.

Trustee Report:

Friends: Barbara Pryor recused herself, as she serves on the Foundation Board as well. Alan Gordon and Marie Royea met with the Friends president and vice-president on June 6, 2019, in an effort to better understand the Friends' mission from their perspective. Susan Pettit and Alice Levine detailed the support the Friends provide to the Library annually in the form of supplemental programs and supplies. One takeaway was that they feel unappreciated and taken for granted as they continue to support programs annually. There were several attempts by Esmé Green, the town manager, Melissa Rodrigues, and Alan Gordon to set up a meeting. Unfortunately, the Friends were unable to make time.

Foundation Report: Barbara reported that though there were no board meetings over the summer, the annual appeal letter was prepared and sent out, as well as the planning for a house party at Helen Crary's on Sunday, September 8. The next board meeting is scheduled for September 24 at 7:00pm.

Old/New business:

Board photos: Esmé took a group photo as well as head shots to be used on the website, annual report and other publicity material.

Any other items not known 48 hours in advance of the meeting: Esmé announced that the Community Information Fair that the library is co-hosting with the Sudbury Foundation will be held on Saturday, September 21 from 11-2, and all are encouraged to attend.

Adjournment: Beth made a motion to adjourn at 8:20.

Next meeting: Tuesday, October 1, 2019